



6 Brook Street,
Sunbury Vic 3429
Ph: 03 9744 1455
Email: rentals@leeburn.com.au

Tenancy Application Form

Please complete all details - insufficient information will delay processing of the application.

Please see attached sheet with required information to attach to your application.

Address of property being applied for: _____

Rent: \$ _____ PW. Rent \$ _____ PCM. \$ _____ BOND.

Bond to be Paid: Bank Cheque / Money Order: [] Ministry of Housing: []

PERSONAL DETAILS:

APPLICANT: Full Name: (Mr. Mrs. Miss Ms) _____

Drivers Licence: _____ Date of Birth: _____

Telephone: (BH) _____ (AH) _____ (Mobile) _____

Email: _____

Car Registration: _____ Make/Model: _____

Current Address: _____

Landlord/Agent _____ Tel: _____

Rent Paid: \$ _____ How Long: _____

Reason for leaving: _____

Previous Address: _____

Landlord/Agent _____ Tel: _____

Rent Paid: \$ _____ How Long: _____

Reason for leaving: _____

Next of Kin: Name: _____ Relationship: _____

Address: _____ Tel: _____

Co-Applicant/s (must complete separate form)

Name/s: _____

PERSONAL REFERENCES

Table with 3 columns: Name, Occupation, Tel (BH). Rows 1, 2, 3.

EMPLOYMENT / INCOME DETAILS

(1) Occupation: _____ Full Time / Part Time/ Casual

Current Employer: _____

Contact Person: _____ Tel: _____

Period of Employment: _____ Nett Wage \$ _____ pw.



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EMPLOYMENT / INCOME DETAILS (continued)

(2) Previous Employer: _____ **Full Time / Part Time/ Casual**
Contact Person: _____ Tel: _____
Period of Employment: _____ Nett Wage \$ _____ pw.

Please supply your last two pay slips for confirmation of income

Further Details

Period of Tenancy required: 6 Months or 12 Months (please Circle one)
Preferred Commencement Date: _____
Are you a smoker? Yes / No
Do you have any children that will be residing with you? Yes / No
Number of Children: _____ Ages: _____
Do you propose to keep any pets and the premises? Yes / No
If yes, type of pet: _____ Breed: _____ Age: _____
Are you an Australian Resident: Yes / No If no, what residency do you hold? _____
Have you ever been convicted of a criminal offence? Yes / No
Are you a bankrupt or discharged bankrupt? Yes / No
Will you be receiving Government Assistance for the bond and/or Rent? Yes / No
I/We have inspected the premises & wish to enter a Tenancy Agreement? Yes / No
Are you applying for any other rental property at this time? Yes / No

A Security Bond, equivalent to 1 months rent is required to be paid upon entering a Tenancy Agreement

- 1. Having inspected the above property, I/we hereby agree to be bound by the conditions of the standard REIV lease.
- 2. I/We declare that the above information is true and correct and agree that the Agent is permitted to make independent enquiries to provide information to the Landlord for the purpose of assessing my/our eligibility to rent the property and further agree that any misrepresentation by me/us will invalidate the tenancy agreement at the option of the Landlord.
- 3. Should your application be successful please note we require the following within 48 hours of acceptance:
BOND: Bank Cheque/Money Order payable to Residential Tenancies Bond Authority (RTBA)
RENT: One months rent payable in advance, payable by cash or cheque to Leeburn & Co. Sales Pty Ltd.

Signed: _____ Date: _____

PLEASE NOTE UNSUCCESSFUL APPLICANTS WILL NOT BE CONTACTED



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PRIVACY ACT 1988

Due to recent changes in Privacy Laws, from December 21, 2001 all Property Managers must ensure that you fully understand the National Privacy Principals and the manner in which we must use your private information in order to carry out our role as professional property managers. Please take the time to read this Privacy Statement carefully, and once completed, return it to this office with your tenancy application.

As professional property managers LEEBURN & COMPANY SALES PTY LTD collects personal information about you. To ascertain what personal information we have about you, you can contact us by:

- TELEPHONE: 9744 1455
EMAIL: leeburn@leeburn.com.au
IN PERSON: 6 Brook Street, Sunbury
WEBSITE: www.leeburn.com.au

PRIMARY PURPOSE

As professional property managers, we collect your personal information to assess the risk in providing you with the lease / tenancy of the premises you have requested and if the risk is considered acceptable, to provide you with the lease / tenancy of the premises.

To carry out this role, and during the term of your tenancy, we usually disclose your personal information to:

- The Landlord
The landlords lawyers
The landlords mortgagee
Referees you have nominated
Organisations / Trades people required to carry out maintenance to the premises
Rental Bond Authorities
Residential Tenancy Tribunals/Courts
Collection Agents
National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD")
Other Real Estate Agents & Landlords

SECONDARY PURPOSES

We also collect your personal information to: Tick each box if you consent to the use and disclosure

- Enable us, or the Landlord's lawyers, to prepare the lease/tenancy documents for the premises
Allow organisations / trades people to contact you in relation to maintenance matters relating to the premises
Pay/release rental bonds to/from Rental Bond Authorities (where applicable)
Refer to Tribunals, Courts and Statutory Authorities (where necessary)
Refer to Collection Agents/Lawyers (where default / enforcement action is required)
Provide confirmation details for organisations contacting us on your behalf. Example: Banks, Utilities (Gas Electricity, Water, Phone), Employers etc.

If your personal information is not provided to us, and you do not consent to the uses to which we put your personal information, we cannot properly assess the risk to our client, or carry out our duties as professional property managers. Consequently, we then cannot provide you with the lease / tenancy of the premises.

NATIONAL TENANCY DATABASE DISCLOSURE STATEMENT

You can contact National Tenancy Database Pty Ltd (ABN 65 079 105 025) ("NTD") by:

- Telephone: (03) 9610 4996
Fax: (03) 9620 7339
By Post: P.O. Box 156, Collins Street West, Vic 8007
In Person: Level 7, 477 Collins Street, Melbourne
Website: www.ntd.net.au

From 21st December 2001, you can gain access to your personal information.

PRIMARY PURPOSE

NTD collects your personal information to provide to its members and others listed below, historical tenancy and public record information on individuals and companies who/which lease residential and commercial property from or through licensed estate agent members of NTD.

NTD also provides credit information on companies/directors applying for commercial leases.



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The real estate agent / property manager will advise **NTD** of your conduct throughout the lease / tenancy, and that information will form part of your tenant history.

NTD usually discloses information to:

- Licensed real estate agent members
- **NTD's** parent company, Collection House Limited ABN 74 010 230 716 and its subsidiaries and related entities
- Credit Bureaus

If your personal information is not provided to **NTD**, the real estate agent / property manager will not be able to carry out their professional responsibilities and will not be able to provide you with a lease/tenancy of the premises.

Signed by the applicant:-

(Signature)

(Print Name)

(Date)

(Witness)



Phone: 1300 554 323
Fax: 1300 889 598

A FREE service – Connecting Your Utilities Has Never Been Easier

connectnow is a simple and convenient time saving service assisting you to connect your Electricity, Gas, Phone, Internet and Pay-TV to a choice of Australia's leading providers. connectnow can also assist with discounted quotes for removalists, van/truck hire, cleaning services and insurance and more. No longer do you need to call each service provider individually, wait on hold and repeatedly give your personal details. We take care of it all for you – with the one phone call. This is a value-added service independent of your tenancy application—you are not obligated to use connectnow.

A connectnow representative will make all reasonable efforts to contact you within **One** working day of receiving an application. If connectnow was unable to contact you within this period please contact connectnow on 1300 554 323 to ensure connection is completed. While the connectnow service is **FREE**, standard service provider connection fees and charges still apply. You pay **NO** extra charges as a result of using the connectnow service.

Declaration:

Connection of your utilities will only be initiated once a representative has discussed your details with you and obtained your consent to the terms and conditions of supply of the relevant utility service provider(s). The privacy of our customers is of vital importance to connectnow.

I consent to the collection of my personal information by Connectnow Pty Ltd ACN 79 097 398 662 for the purposes of arranging for the connection and or disconnection of the nominated moving and connections services and related services, and to providing my personal information contained in this application to the relevant service providers, in accordance with Connectnow's Privacy Policy (which is available for my inspection at www.connectnow.com.au) Connectnow and those service providers may contact me from time to time (including by electronic means) to let me know about new or existing products or services. I understand that I can contact Connectnow at any time if I do not want to receive that information from Connectnow or if I want to update my personal information. I agree that neither connectnow nor the Agent accepts liability for loss caused by delay in, or failure to connect/disconnect or provide the nominated services. The service will be activated according to the applicable regulations, service provider time frames, terms and conditions once agreeing to use the chosen service provider. I authorise the obtaining of a National Metering Identifier and or a Metering Installation Registration Number on my residential address to obtain supply details. It is the responsibility of the customer/homeowner to ensure that the electricity main switch is in the 'Off Position' for the required timeframe on the day of connection and that there is easy access to the meters. I acknowledge that the terms and conditions of the service provider bind me and that after hours connections may incur additional service fees from service providers. I acknowledge that connectnow may be paid a fee by the service provider and may pay a fee to the Agent in respect of the provision of the service provided to me by connectnow.

Please call me to connect my utilities

Please tick if you do not wish to receive a call

Signature: _____

Date: / /

ID: 23948



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INFORMATION TO BE SUPPLIED WITH A RENTAL APPLICATION

Please ensure that application form is filled out in full on all Sheets to prevent delays

IDENTIFICATION -

Photograph & General ID –

(Eg. Drivers Licence & Passport)

Medicare Card

Current Utilities Bill confirming current address

PAY INFORMATION –

Employed Persons Pay Slips –

3 Current & Consecutive payslips showing YTD Earnings
(no older than 4 weeks)

OR A letter from your employer confirming your salary and length of time employed by the company.

Self Employed Persons –

Last 2 BAS Statements

Copy of Bank Statement showing regular income and amounts

Centrelink Benefit Persons -

Centrelink Statement (Current)

(Please note that Centrelink will print these out upon request)

CURRENT RESIDENCE INFORMATION -

Current Renters – (Through Real Estate)

Written reference from current or previous Real Estate Agent

Phone number and contact person also to be provided

Copy of rental statement showing payment amounts and dates

Current Renters – (Private Landlord)

Written reference from current or previous Real Estate Agent

Phone number and contact person also to be provided

SOLD PROPERTY TO RENT -

Reference from the Real Estate Agent that sold your property.

Phone number and contact person also to be provided

NB: APPLICATION USUALLY TAKE APPROX 2-3 BUSINESS DAYS TO BE PROCESSED IF IT IS DELAYED FOR ANY REASON WE WILL NOTIFY YOU.